

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Significant Activities - Third Quarter FY-88

FROM

AC/P&PG/OL
166 P&P Bldg.

EXTENSION

NO.

OL 11050-88

DATE

23 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMSS/OL

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23 June 1988

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

25X1 FROM:

[REDACTED]
Chief, Printing and Photography Division, OL

SUBJECT: Significant Activities - Third Quarter FY-88

Attached are the Office of Logistics, Printing and Photography Division's significant activities for the third quarter of FY-1988. If you have any questions or desire additional information, please
25X1 contact

Attachments

25X1
[REDACTED]
OL 11050-88

Significant Activities - Third Quarter FY-88
Office of Logistics, Printing and Photography Group

1. The Office of Logistics, Printing and Photography Group was honored this quarter with an Outstanding Unit Citation, the first one ever bestowed on P&PG. All P&PG employees were gratified by this richly deserved award.

25X1 2. Videotape replication performed by the Office of Logistics, Printing and Photography Group has shown a remarkably sharp rise in the past few years. In order to meet this ever-increasing demand for unclassified videotapes, P&PG opened its new Videotape Replication Center this quarter. This center has 200 recorders on-line, and has tripled P&PG's replication capability. This center is managed by one P&PG staff employee with WAE employees performing the majority of the replication tasks. These WAEs are cleared only to the Secret level, thereby significantly reducing the time required to hire and clear employees to perform this unclassified videotape replication.

3. The Office of Logistics, Printing and Photography Group continues to stay abreast of trends in the printing and publishing industry, and has recently established a consultant position for all Agency components to assist in the selection of software for Desktop Publishing. Also, P&PG is in the process of acquiring hardware and software to incorporate desktop publishing into P&PG's electronic prepress system. This will allow users of certain desktop publishing systems to electronically transmit files to P&PG for output on existing phototypesetters in order to obtain high quality output for those publications destined for traditional printing.

4. The Agency Copier Management Program has been extremely busy this quarter in the Office of Logistics, Printing and Photography Group. Severe budgetary limitations had placed this program in a situation where it could no longer satisfy requests for copiers, making us appear non-responsive to the needs of our customers. P&PG prepared several documents for the Comptroller stating the situation that had developed, and offering a solution to this dilemma whereby Agency components would be assessed an amount to satisfy their existing requests for copiers, and an additional amount corresponding to each components useage of the current copier budget to establish a copier replacement program. The result of this effort is that the Copier Management Program was provided an additional \$1.2 million in FY-88 that will enable the program to continue to be a viable cost effective entity that will be responsive to Agency requirements.

5. The Office of Logistics, Printing and Photography Group has always been extremely proud of the quick reaction support provided to Agency components in support of intelligence production requirements. There are, however, other events that

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also require timely support. Such was the case for the memorial service for [REDACTED]

year. P&PG produced the brochure for this memorial service on an overnight basis, and provided videotape support for the ceremony, which was attended by several high-level Agency Officials. An edited copy of this tape was provided to the family [REDACTED]

Also of a somber note, P&PG provided videotape support for a ceremony at Arlington National Cemetery honoring Mr. William Buckley, the Agency employee who was executed by terrorists in Beirut.

6. The Office of Logistics, Printing and Photography Group completed the printing of the unclassified version of the World Factbook in June 1988. This version contained 300 pages of text, 13 full color maps and required the printing of 25,102 copies which utilized 36 rolls of 35 inch paper. This amount of paper is roughly equivalent to 189 miles, enough to reach from Washington D.C. to Pittsburgh, PA. These books will be bound by a commercial binder. The classified version is to be started this quarter and completed in July, and will consist of 110 pages with 7,000 copies required.

7. The Office of Logistics, Printing and Photography Group has begun preliminary planning to place a Customer Service Center in the GJ corridor of the old Headquarters Building to facilitate the submission of printing and photography requests for customers located in the old and new buildings. This center will be staffed by the Assistant Production Manager, two planners, and a publications designer to assist customers in submitting their requests. Although significant modifications to existing space must be made prior to opening this center, it is P&PG's hope that the Customer Service Center will be open for business before the end of the Fiscal Year.

9. The Office of Logistics, Printing and Photography Group placed a Canon Color Laser Copier into service in the Photography Branch during this quarter. This device has been nothing short of phenomenal. Not only has the color copier allowed the Group to offer an expedited turn around for its customers, but it has also eased the priority workload of the Color Section. The Canon copier has generated more than 6,000 prints in four weeks of operation. Satisfied customers have come from all Agency components and the intelligence community. Some products have

PAGE 3

been delivered to the White House. In addition, this copier has brought new customers to P&PG.

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